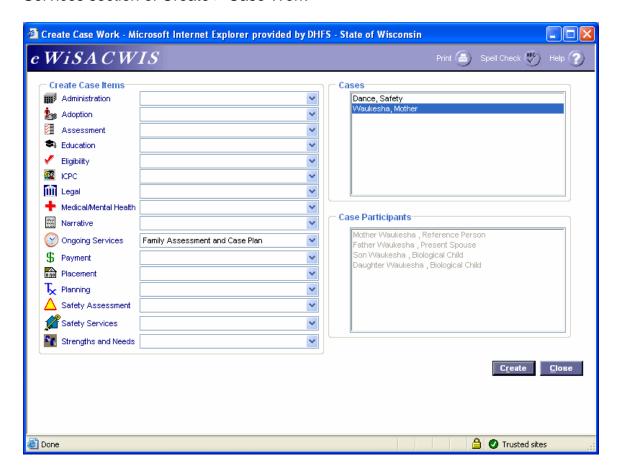
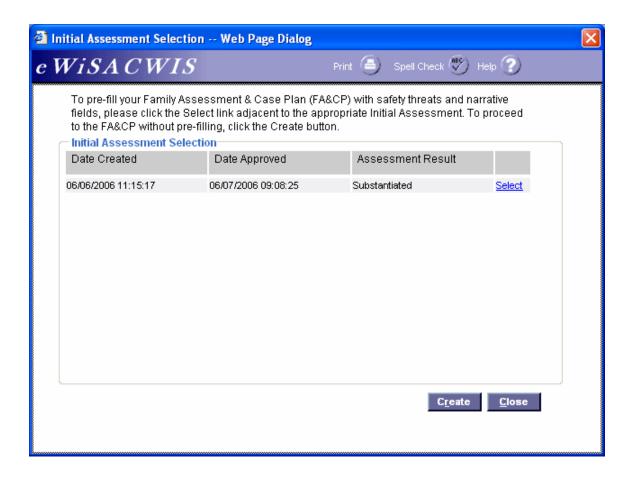
# **Family Assessment and Case Plan**

The Family Assessment and Case Plan is now created under the Ongoing Services section of Create > Case Work



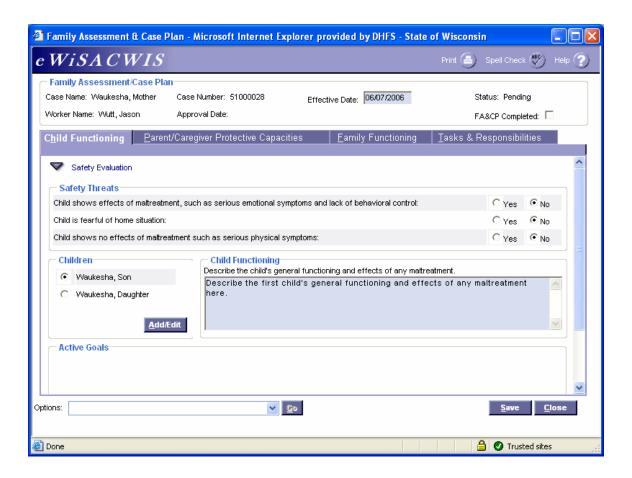
# **Initial Assessment Selection Page**

Any approved initial assessment from the last six months (starting with assessments created on July 17, 2006 or later) will display on this page. The 'Select' hyperlink will copy that Initial Assessment narrative information and the associated Safety Assessment & Plan (if one exists). If no Assessments meet the criteria or if it is desired to start with a blank Family Assessment and Case Plan, click Create.



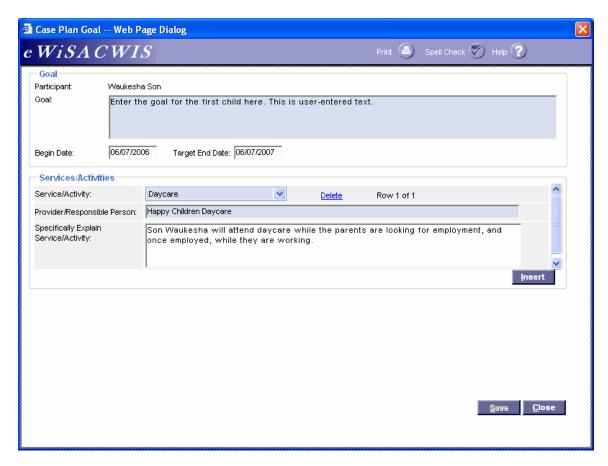
#### **Child Functioning Tab**

The Child Functioning Tab contains: the Safety Evaluation questions (pre-filled from the selected Initial Assessment / Safety Assessment & Plan), the Child Functioning narrative from the Initial Assessment, and a section to enter Case Plan goals.



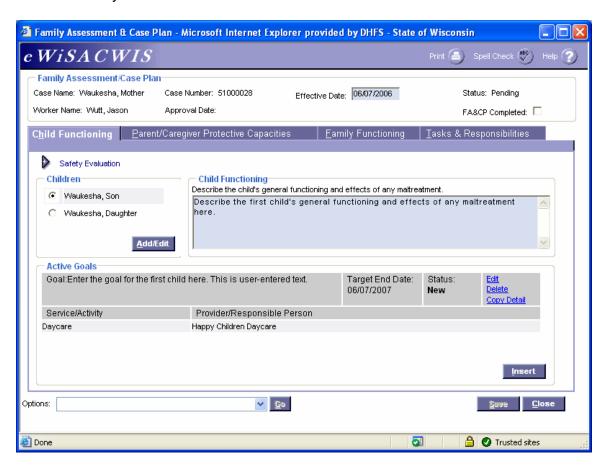
## Case Plan Goal Pop-Up Page

This is the page used to enter the goal(s) for the identified participant. The 'Goal' field is user-entered text. Service/Activity is a drop down of 24 items specific to case planning, while Provider/Responsible Person and Specifically Explain Service/Activity are user entered text fields. Insert will insert additional Services/Activities for this specific goal.



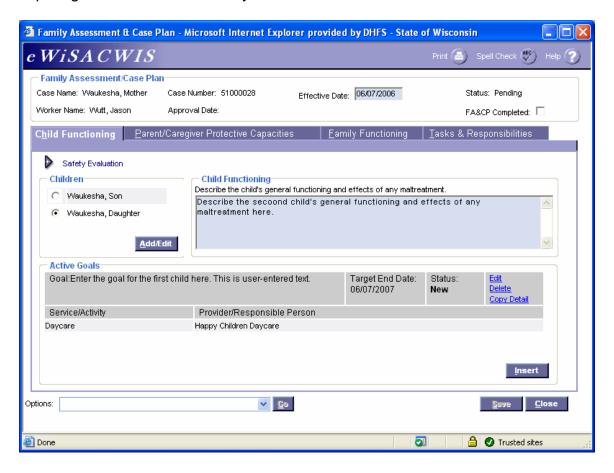
#### **Child Functioning Tab**

After entering goals, they are displayed at the bottom of the page. All goals entered on the Family Assessment and Case Plan will have a status of **New**. To copy this goal for another Participant, select the Copy Detail hyperlink. This will allow you to select a participant and copy the goal and associated service/activity.



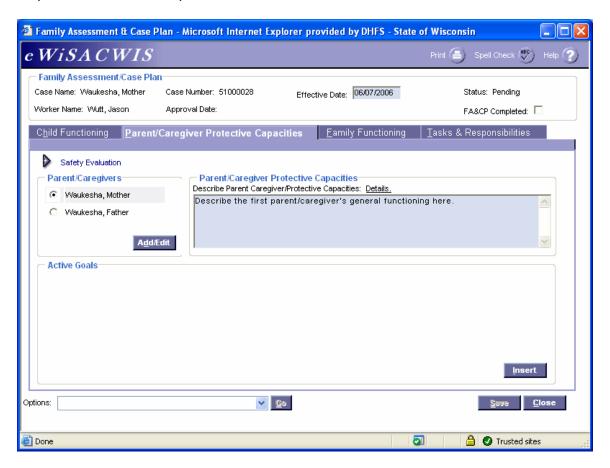
# **Child Functioning Tab**

After copying, select the radio button next to the participant that received the copied goal to see and/or modify the information.



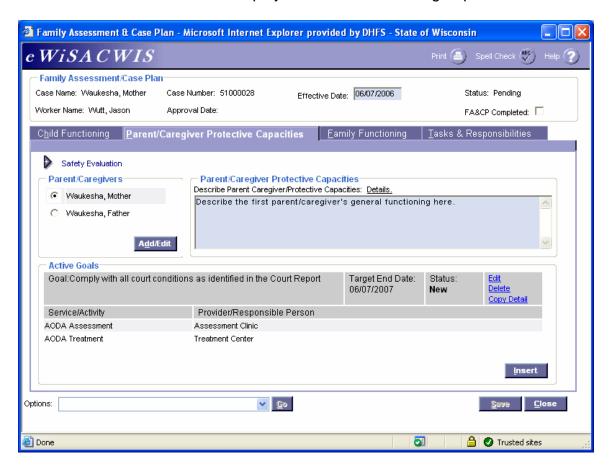
#### **Parent/Caregiver Protective Capacities Tab**

This tab is identical to the Child Functioning tab. The Safety Evaluation questions are at the top. If an Initial Assessment was selected when creating the Family Assessment & Case Plan, the questions will be pre-filled with the answers from the associated Safety Assessment & Plan. The Parent/Caregiver Protective Capacities will also be pre-filled with text from the Initial Assessment.



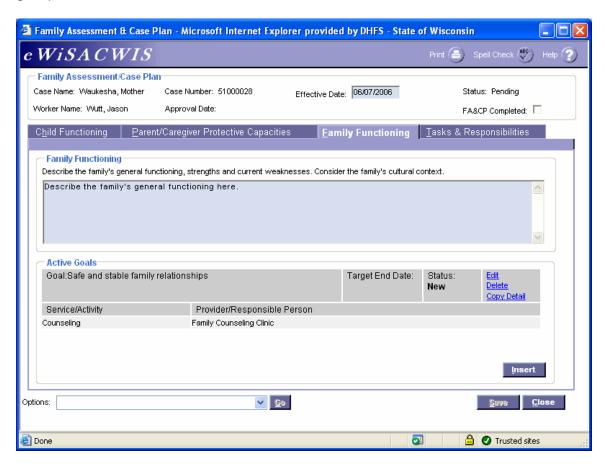
# **Parent/Caregiver Protective Capacities Tab**

This is a view of the page after the insertion of Goal(s) and associated Services/Activities. Notice the display in the 'Active Goals' group box.



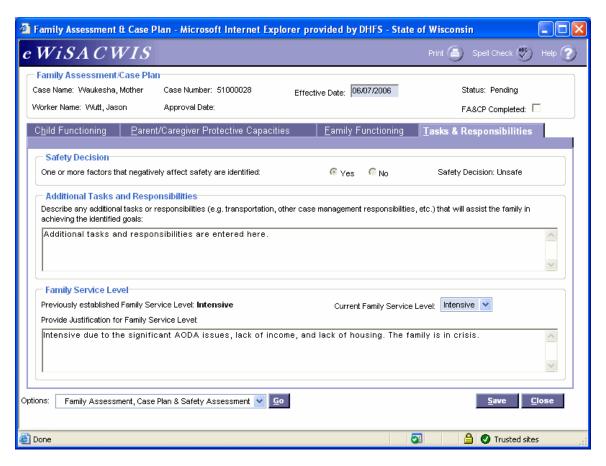
# **Family Functioning Tab**

The Family Functioning tab works the same as Child Functioning and Parent/Caregiver Protective Capacities. The narrative section pre-fills from the selected Initial Assessment. Again, the inserted Goals appear in the Active Goals group box.



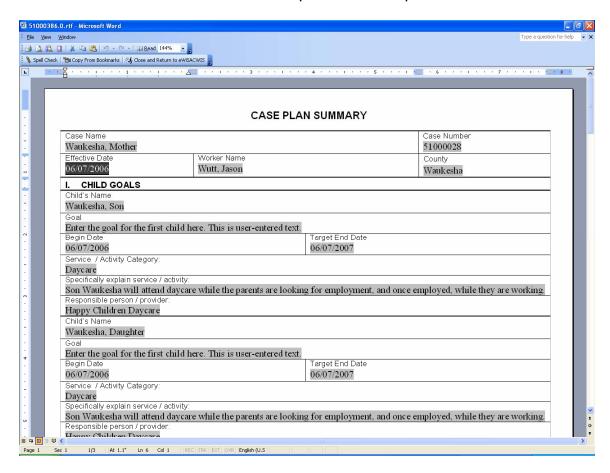
#### Tasks & Responsibilities Tab

The Safety Decision group box is pre-filled/calculated based upon the answers to the Safety Evaluation questions. Additional Tasks and Responsibilities is an optional user-entered text field. The Family Service Level is required and is used to indicate the level of service this family requires based on their circumstances. Once the Family Assessment & Case Plan tabs have been completed, the two templates available under the Options drop down should be opened. These templates are: (Case Plan Summary) and (Family Assessment, Case Plan, & Safety Assessment).



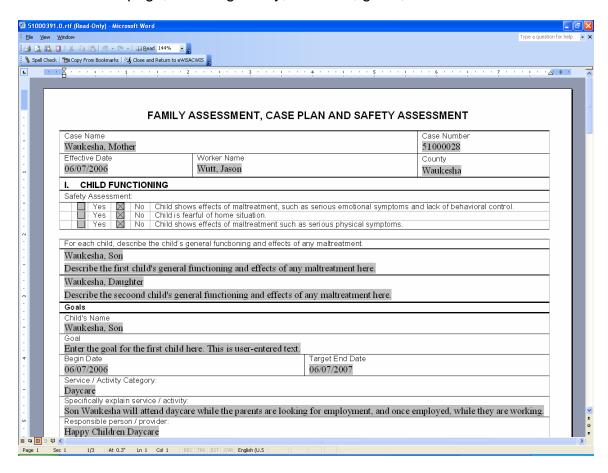
## **Case Plan Summary Template**

This is a <u>summary</u> of the Goals and associated Services/Activities. The safety threats and narrative sections are NOT part of this template.



## Family Assessment, Case Plan and Safety Assessment

This template contains all of the information entered on the Family Assessment and Case Plan page, including safety, narrative, goals, and services/activities.



#### **Complete Safety Assessment & Plan**

In order to Approve/complete the Family Assessment & Case Plan, the associated/system generated Safety Assessment & Plan must be accessed from the outliner and completed (including checking the 'Completed' checkbox). Once this is complete, access the Family Assessment & Case Plan again, check the FA&CP Completed checkbox, and approve. Both pieces of work will be approved if the above instructions are followed.

